

# **Saints John and Paul Catholic Church**

## **Job Description**

Title: Faith Formation Office Assistant  
Status: Part time; non-exempt  
Reports to: Director of Faith Formation

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### **Job Summary**

The Faith Formation Office Assistant works with the Faith Formation Director, Youth Ministry Coordinator and Office Manager to conduct routine data entry into parish databases, maintain confidential records, field telephone calls and greet visitors, create documents, presentations, reports, and spreadsheets using desktop publishing software.

### **Essential Duties and Responsibilities**

Faith formation and general office assistance:

- Records entries in ParishSOFT database for faith formation:
  - a. Registers parishioners for faith formation programs.
  - b. Updates contact information, such as addresses, telephone numbers, and email for parishioners.
  - c. Enters sacramental records into the database and appropriate record books; sends sacramental notifications to the parishes of baptism.
  - d. Generates reports from ParishSOFT, such as class lists and attendance sheets.
- Prepares quarterly schedule of liturgical ministers.
- Acts as liaison for the child care coordinator: serves as contact person for child care requests and provides information to coordinator.
- Assists with website updates as directed.
- Provides general clerical assistance for faith formation, including making copies, designing handouts, booklets, etc.
- Communicates with parishioners using resources such as Constant Contact and Facebook.
- Sets up and runs technological equipment for faith formation gatherings.
- Answers parish telephone and directs calls appropriately; takes and delivers messages.
- Other related duties as required.

### **Knowledge, Skills and Abilities**

- Ability to understand and respect confidentiality.
- Ability to execute good judgment.
- Displays professional appearance and demeanor, a warm and friendly disposition and excellent listening skills.
- Proficient in typing, spelling, punctuation, grammar, and oral communication.
- Ability to review documents for completeness.
- Familiar with the operation of office and technological equipment (FAX, copy machine, scanner, telephone console, computer, tablet, projector).

### **Education and Experience**

- Associate degree as administrative assistant, office certification or related field.
- 2 years office experience.
- Experience with computer software including Microsoft Word, Excel, PowerPoint and Publisher.

### **Other Requirements**

- Employees must submit to a background check
- Employees must successfully complete the Diocesan VIRTUS program for Protecting God's Children
- Parish faith formation activities occur on some evenings and weekends, requiring occasionally working some hours outside the normal workday. Hours worked at these activities can be deducted from another day during that week so as to maintain a consistent number of hours per week.

### **Supervision**

The Faith Formation Director is the supervisor for the Faith Formation Office Assistant. The Faith Formation Director will solicit input from the Office Manager and Youth Ministry Coordinator to manage task assignments. The Faith Formation Director will provide feedback and conduct an annual evaluation of the Office Assistant.